

***Hanson Board of Selectmen
Selectmen's Meeting Room, Hanson Town Hall
Tuesday, December 1, 2015
Regular Meeting 7:00 P.M.***

Members Present: Donald Howard, James McGahan, Kenny Mitchell, William Scott & Bruce Young

Members Absent:

Others Present: Interim Town Administrator Richard LaCamera
Executive Assistant Meredith Marini

7:00 p.m. Chairman Young called the meeting to order, led the Pledge Allegiance. He read the announcements and upcoming meeting schedule.

II TOWN ADMINISTRATOR REPORT

FY 2017 Budget Process – Mr. LaCamera reported that the budget letter has gone out and the departments are working on their budgets. He will review the budget with the Department Heads before the budget is distributed to the Selectmen and Finance Committee. Chairman Young reviewed the Budget Calendar noting that Budgets are due by December 18th.

Monday, November 23, 2015

*Budget Guidelines are Distributed to
Departments for Completion*

Friday, December 18, 2015

Deadline for Submission of Budgets

Monday, December 28, 2015

Capital Improvement Budget Due

Thursday, December 31, 2015

Town Reports Due from all Departments

Tuesday, January 5, 2016

May Annual & Special Warrants Open

Tuesday, January 26, 2016

*Town Administrator Budget Recommendations
due to Selectmen and Finance Committee*

Friday, March 11, 2016

*Deadline for Submission of Annual Town Meeting
and Special Town Meeting Articles with
Explanations*

Thursday, April 14, 2016

ATM/STM Warrants Published/Posted

Monday, May 2, 2016

Annual and Special Town Meetings

Saturday, May 21, 2016

Annual Town Election

Chairman Young noted that a comment was made during a recent School Committee meeting indicating that members need to go to the Selectmen soon as the Selectmen don't give the schools enough money. Chairman Young reviewed the approval process for the School Department budget which requires the vote of Town Meeting.

Chairman Young indicated that the Teachers Union head, stated that the last override that was passed for the Schools was only in effect for the first year, and the monies for the school disappeared the next year when Town Dept. Heads increase their budgets. That really did not happen. Even though an override is only earmarked for a particular use for one year only, that override amount remains in the Towns tax levy base forever. Unless the School Committee decreases its assessment to the Town of Hanson, there really is no leverage in the amounts provided in the override for the Schools to just vanish in subsequent years, and there has been no decrease in the Assessments to either Town.

Mr. LaCamera pointed out that the Regional School Budget has to be approved by both Whitman and Hanson. Mr. LaCamera met with Whitman Town Administrator today and discussed the School budget. Mr. LaCamera met with the Chairman of the Finance Committee who informed

him that a representative from the Finance Committee will be attending all the School Committee budget meetings. Mr. LaCamera feels that all the parties need to work together.

Chairman Young noted that in the past, School representatives have met with the Selectmen to give a preview a preliminary budget prior to full budget meetings.

Mr. LaCamera pointed out that the increase from State aid is not likely. He noted that the student population has gone down by 122 between both Towns.

FY 2017 Capital Improvement Budget – Mr. LaCamera indicated that he met with the Chairman of the Capital Improvement Committee, John Norton. They agreed that the plan should be wiped clean and start from scratch. Many items have been on the plan for several years and should be removed. He also requested all departments to review their capital plan with him before it goes to the Capital Improvement Committee. He will bring the requests to the Selectmen before it goes to the Capital Improvement Committee.

Mr. LaCamera reviewed the Capital submittal for the Regional School. Several items require estimates from Engineers. There is over five million dollars in items on the list. Mr. LaCamera feels the list should be reviewed with school representatives.

Website Update – Mrs. Marini gave an update on the new website which will go live on Monday, December 7th.

III NEW BUSINESS

Vote language for Affordable Care Act - Treasurer/Collector Jeanne Sullivan requested that the Board vote to establish a look back measurement period for the Affordable Care Act reporting requirements. Calendar 2015 is the first year that employers are required to report to the IRS the health insurance policies offered to eligible employees. The measurement period allows the town to include one full calendar year of data for reporting purposes.

MOTION by Howard second by McGahan to adopt for the purposes of the Affordable Care Act a twelve (12) month lookback measurement method. ***Voted 5 – 0***

Sustainable Material Recovery Program Grant – Chairman Young read the letter dated November 13, 2015 from Martin Suuberg, Commissioner of DEP. The Board of Health will handle the paperwork on the Grant.

IV OLD BUSINESS

Review and vote Town Administrator's Job Posting – Chairman Young requested that the posting describe "Excellent Benefits" percentages for packages, health, dental and life insurance. Mr. LaCamera suggested adding "position will remain open until filled"

Chairman Young read the posting:

Town of Hanson, population 10,200, with a regional school district and annual budget of approximately \$22 million (Includes \$9 million Regional School Assessments) seeks qualified applicants for the position of Town Administrator. The Town Administrator serves as the town's chief administrative and operating officer with duties and responsibilities and limitations of that office defined under Chapter 41 of the Acts of 2006. The Town Administrator is responsible to a

five-member elected Board of Selectmen who serve as the Town's Chief Executive Officers. Minimum qualifications: Bachelor's degree and municipal administration experience preferably as a Town Administrator, or similar position of responsibility. Demonstrated abilities must include leadership skills in complex public and intergovernmental issues, Municipal budgeting and finance, community planning, grant writing, growth management, project management, union negotiations, comprehensive knowledge of municipal operations and Municipal Accounting, personnel administration, municipal purchasing and procurement, operational decision making and communication. Should have proven record of team oriented and cooperative relationships with appointed/elected officials, citizens, and town employees. Strong computer skills required. Salary range \$95,000 - \$120,000 DOQ and excellent benefits package. Send resume and cover letter by 12:00 noon on Thursday January 28, 2016, to: Town Administrator Search Committee, Hanson Town Hall, 542 Liberty Street, Hanson, MA 02341 or e-mail mmarini@hanson-ma.gov or fax to 781-294-0884. The Town of Hanson is an Equal Opportunity Employer.

MOTION by Howard, second by McGahan to accept the posting with the recommended revisions. **Voted 5 – 0**

Revise Town Administrator Contract –

MOTION by Howard, second by Mitchell to approve the revised contract as presented. **Voted 5 - 0**

Mr. McGahan would like to have a clause in all future contracts regard social media postings and activities.

V ONE DAY LIQUOR LICENSES

Gail Fusco, Hanson, Sat., Dec. 5, 2015 – 6:00 – 10:00 p.m. – Christmas party

MOTION by Howard, second by McGhan to approve the one day for Gail Fusco. **Voted 5 – 0**

VI COMMITTEE REPORTS

Monponsett Pond Committee – Mr. Howard reported that there have been no meetings.

Indian Head & Maquan Priority Repair Comm. – Chairman Young indicated there is a meeting with the contractor on Friday, December 4th. Next committee meeting on December 16th. Update on roof is that there are few items left, ridge vent to be completed by December 5th and whatever other punch list items should be completed shortly. Landscaping will be completed in the spring of 2016.

Highway Building Committee – Mr. Scott indicated that the committee met last night and reviewed an RFP for design services. Additional work needs to be done on the draft document. Lite Control is still working at the site. They will be removing some of the materials which will be used at another site. Mr. Scott distributed the draft Request for Proposals. Mr. LaCamera requested that the Board members forward comments to the Committee members. He hopes to have the RFP advertised next Tuesday.

Mr. Scott read the following clause from the RFQ:

*All interested parties must submit twelve (12) copies of their proposals containing complete information as requested in the **PROPOSAL SUBMISSION REQUIREMENTS** described herein by Three O'clock (3:00) P.M. on January 8, 2016.*

Chairman Young announced that the next RFP will be for the radio tower on High Street. Mr. LaCamera will start working on the project.

VII EXECUTIVE SESSION- Chairman Young indicated that the Board will be going into Executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares – Administrative Professionals, Dispatch, Fire, Highway, Police Unions and Anderson matter. Chairman Young announced the Board will return to open session only to adjourn.

So moved by Howard, second by McGahan. *Roll Call – Howard aye, McGahan aye, Young aye, Scott aye and Mitchell aye. Voted 5 – 0.*

7:55 p.m. Brief Recess

VIII ADJOURMENT

8:55 p.m. Return to Open Session

MOTION by Howard, second by McGahan to adjourn. *Voted 5 – 0*

8:55 p.m. Meeting Adjourned

Respectfully submitted,

Meredith Marini,
Executive Assistant
Approved and Voted 5 - 0
December 8, 2015